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MEMORANDUM FOR: Chief, Plans and Policy Staff

22 May 1957

SUBJECT : Intelligence School Weekly Report #21
16 May through 22 May 1957

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I. SIGNIFICANT ITEMS - None.II. OTHER ACTIVITIESA. Management Training

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Class. Changed To: 13 <u>6</u>
Auth: <u>MR 10-2</u>
Date: <u>3-10-78</u> By: <u>35</u>

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(1) Basic Supervision #31, a senior presentation of the Supervision course for GS 12-14, was completed on 17 May. Of the ☐ students, ☐ were from DD/P, ☐ from DD/S, and ☐ from DD/I. The final session of this course was held in the Director's Conference Room with Mr. Kirkpatrick the chief contributor. Three committee reports from the class on current problems in the Agency were given and Mr. Kirkpatrick addressed himself to these points. Mr. Baird and Mr. Gordon Stewart also spoke to this group earlier in the course.

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(2) ☐ is now working on the material for the FI/RI special course for night shift supervisors. Next week she will spend one evening visiting the area and talking with the people involved.

(3) Basic Supervision #32 for GS 9-11 is oversubscribed and will be run from 3-14 June.

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(4) On Friday afternoon, 17 May, ☐ attended one of the training sessions being sponsored by the Management Staff. This one was on the subject of Work Measurement, and the speaker was Mr. Timoshenkel of the Veterans Administration. The subject was well handled, but at this time the implications for Training seem to be two: (a) an increased emphasis on this topic in the supervision course and (b) a further study of the areas of this Agency where more direct applications of work measurement procedures might be made.

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(5) ☐ conducted a class session in Basic Management for the first time on Friday, 17 May.

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B. Intelligence Orientation

(1) The schedule for Intelligence Orientation #10 has been completed and all guest speakers, with one exception, have signified their willingness to attend. The exception is Mr. [] the speaker on Personnel Support, who will be on military duty. Mr. Gordon Stewart has been asked to speak on this topic and his answer is being awaited. Although Memorial Day has caused several shifts in the schedule, it has not been necessary to omit any lecture or seminars. 25X1

(2) [] is being briefed by members of the staff on matters pertaining to the Intelligence Community and CIA. This briefing is in addition to his attendance at the Introduction to Communism phase. 25X1

(3) The pamphlet entitled "The Intelligence Community and National Security" has been printed and bound. Copies were sent to the Strategic Intelligence School on 21 May. 25X1

C. Reading Improvement

Reading Improvement #35 began Wednesday, 15 May, with [] students enrolled. The students are from the following Offices: DD/I, [] DD/P, [] DD/S, [] students were previously enrolled, but [] cancelled before the course started. This class is divided into a morning section and an afternoon section and is the second experimental course meeting for two hours a day for three and one-half weeks. 25X1

D. Administrative Training

(1) Budget and Finance Procedures #2 started on Monday, 20 May, with an enrollment of [] students. This enrollment is an encouraging indication that the first presentation met Area Division needs. 25X1

(2) [] gave [] students from the Medical Staff tutoring in cable and dispatch communications. The students were not tested because they had only a minimum amount of instruction and, in addition, they did not have sufficient organizational background to properly take a cable or dispatch test. 25X1

E. Clerical Training

(1) During the week of 13 May there were [] people in Clerical Induction and [] people in Clerical Orientation. 25X1

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(2) The results of the official Agency tests administered by Clerical Induction to entrance-on-duty employees for the week of 13 May were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

(3) The results of the Clerical Skills Qualification Tests given by Clerical Refresher Training on 20 May were as follows: Of [] people tested in shorthand, [] qualified; of [] people tested in typewriting, [] qualified.

(4) [] instructed [] employees from ORR on 16 May in the mechanics and operation of the Executive IBM Typewriter. These [] girls showed a great deal of interest and appreciated this special training.

(5) The eight-week Non-Clerical Basic Typewriting Class taught by [] ended on 17 May. [] out of [] trainees completed this class, which was given mornings from 0730 - 0815. A technique of keeping the student's attention focussed on the instructor, and his eyes away from the keyboard, known as the Chalkboard technique, was used for the first time to introduce the typewriter keyboard. With this method it was possible to cover the alphabet in the first week. In the last four weeks of training five-minute tests were given. The majority of the trainees acquired a typing speed in the high 20's and some succeeded in reaching the 30's. In other words, in two months of out-of-hours training, most of the students learned enough about typewriting to use it as an aid in their jobs.

F. Intelligence Training

(1) The first Americans Abroad course on South Asia began Monday, 20 May, with [] people and their dependents. With the exception of one dependent, all are Agency employees. Mr. [] participated in this course lecturing on the geography and climate of Pakistan, India, and Ceylon.

(2) [] students completed the [] course on Friday, 10 May. [] were from DD/P, [] from DD/I, [] from OTR, and three from Army Map Service. In addition, there were [] auditors from DD/P, three from FSI/State, and two from Army/ACSI.

(3) Intelligence Research (Maps) is in its final week. Students are engaged in map research and preparation of a staff study on their individual economic intelligence problems. On Friday morning each will discuss his assignment before the class, with the aid of graphics, and demonstrate the methodology and techniques used in reaching his conclusions.

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(4) The [] students enrolled in Writing Workshop #13 finished the course Thursday, 16 May. Student critiques were generally favorable. 25X1

(5) [] met this week with OSI representatives to again discuss OSI training needs. [] is continuing his work on the Research Techniques course and has completed about one-third of it. 25X1

G. OTR Orientation Officer

(1) The CIA Introduction was conducted for [] people on 20 May. 25X1

(2) On 21 May the Foreign Service Officer Briefing was conducted for 33 Foreign Service Officers.

(3) At the request of DD/P, a special orientation on the DD/P was conducted on 15 May for the benefit of an individual transferring from the DD/I to the DD/P and being sent at once into the field. 25X1

(4) On 17 May Captain Thayer of the Army Intelligence Center came to [] office to discuss the Dependents' Briefing. He is primarily interested in a security briefing for the dependents of their Intelligence Officers going overseas; thus, the discussion centered around presentations made in the Dependents' Briefing by the Security Office and the CI Staff.

H. Instructor Training 25X1

Instructional Techniques #26 began 20 May with [] students enrolled. [] of the students are from the Office of Communications, [] from FE/PP, and [] from Logistics. 25X1

I. Visual Aids Staff

The weekly report of VAS is attached. 25X1

III. PERSONNEL NOTES

A. [] returned from military duty on Monday, 20 May. 25X1

B. [] has been ill with fever since Tuesday and is not expected back from sick leave until 27 May.

Chief, Intelligence School

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